



**GOVERNOR'S OFFICE OF
CRIME PREVENTION, YOUTH,
AND VICTIM SERVICES**

Governor's Family Violence Council

2021 Council Manual

Updated 6/25/21

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Historical Background

Mission and Duties

In 1995, the Lieutenant Governor and the Attorney General established the Family Violence Council to bring together leaders from various systems to produce recommendations and an action plan to reduce family violence in Maryland.

In 1998, Executive Order 01.01.1998.25 formed the Family Violence Council to improve coordinated responses to family violence issues in Maryland, to prevent and reduce family violence in Maryland, and to break the cycle of violence between generations. Pursuant to its charge, the Family Violence Council consisted of representatives from criminal justice systems and the community to work in conjunction with the Maryland Network Against Domestic Violence and other state organizations to develop and promote workplace policies and training for state employees. Furthermore, it required the Family Violence Council to take effect on October 1, 1998.

In 2006, Executive Order 01.01.2006.01 established the Governor's Council on Family Violence Prevention within the Governor's Office of Crime Prevention, Youth, and Victim Services (Office), formerly the Governor's Office of Crime Control and Prevention. Through its order, it required the Governor's Council on Family Violence Prevention to advise the Governor on matters related to family violence and to make recommendations based on analytical findings, best practices, research, and other gathered information related to its topic.

In 2008, Executive Order 01.01.2008.16 rescinded Executive Order 01.01.2006.01, and established the Governor's Family Violence Council (Council) within the Office. Pursuant to its charge, it required the Council to provide the Governor with timely and accurate information on family violence with recommendations to reduce and eliminate abusive behaviors.

In 2012, Executive Order 01.01.2012.05 amended Executive Order 01.01.2008.16, to add additional members to serve on the Council to address issues related to domestic violence. It also required the Council to remain within the Office and to continue its mission to provide the Governor with timely and accurate information on family violence with recommendations to reduce and eliminate abusive behaviors. Pursuant to its order, the Council is charged with the following duties and responsibilities:

1. Advise the Governor through the Executive Director of the Office on matters related to family violence.
2. Identify and analyze State policies and programs relating to family violence, including but not limited to:
 - a. Collecting data from State agencies relating to the prevention and reduction of domestic violence and related family violence;
 - b. Identifying resources available to reduce and prevent family violence through a statewide coordinated effort; and
 - c. Identifying opportunities for collaboration between governmental units.
3. Examine, or cause to be examined, the relationship between family violence and other societal problems, including but not limited to juvenile delinquency, alcohol and substance abuse, truancy, and future criminal activity.
4. Identify best practices, research, and information pertaining to abuser intervention and related programs.

5. Propose to the Governor, through the Executive Director of the Office, legislative, regulatory, and policy changes to reduce and prevent the incidence of domestic violence and related family violence, to protect victims and to punish perpetrators.
6. Perform such other duties and functions as may be appropriate and necessary for the Council to address and implement the provisions of this Executive Order.

In accordance with Executive Order 01.01.2012.02 F, the Council is also required to submit an annual report to the Governor by December 1 of each year to provide the status of family violence in Maryland and to recommend improvements to the State's activities to prevent family violence.

Board Membership

The original executive order established a 25 member Council, which sought to draw upon the experiences of a broad number of individuals including representatives of service providers, the legal, advocacy, and faith communities, victims and survivors of domestic or family violence, and representatives from various criminal justice related agencies. Three additional public interest member positions became available in 2012, and the Council membership increased to a total of 28, although in 2020 the Governor's Office of Crime Prevention, Youth, and Victim Services absorbed the Governor's Office for Children, therefore amending the membership total to 27. Of these positions, 15 positions representing state agencies are legislatively named and 12 are appointed by the Governor. Appointed members of the Council serve three (3) year terms and these terms are staggered as required by the terms provided for members of the Council.

Executive Order Creating the Council

Governor's Family Violence Council

Maryland Executive Order 01.01.2012.05

A	Established
B	Membership
C	Procedures
D	Duties and Responsibilities
E	Staffing
F	Reporting

Retrieved from <http://mgaleg.maryland.gov/pubs/legislegal/2012-executive-orders.pdf>.

A. Established. There is a Governor's Family Violence Council within the Governor's Office of Crime Control and Prevention. The Governor's Family Violence Council's mission is to provide the Governor with timely and accurate information on family violence with recommendations to reduce and eliminate abusive behaviors.

B. Membership.

- (1) The Council shall have no more than [25] 28 members consisting of:
 - (a) The Lieutenant Governor or a designee;
 - (b) The Secretary of Health or a designee;
 - (c) The Secretary of Human Services or a designee;
 - (d) The Secretary of Public Safety and Correctional Services or a designee;
 - (e) The Secretary of Juvenile Services or a designee;
 - (f) The State Superintendent of Schools or a designee;

- (g) The Secretary of State Police or a designee;
- (h) The Executive Director of the Governor's Office of Crime Prevention, Youth, and Victim Services or a designee;
- (i) The Executive Director of the Governor's Office for Children or a designee;
- (j) The Attorney General or a designee;
- (k) A representative of the Maryland Judiciary, designated by the Chief Judge of the Court of Appeals;
- (l) Two members of the Maryland Senate, one appointed by the President of the Senate and one appointed by the Minority Leader of the Senate;
- (m) Two members of the Maryland House of Delegates, one appointed by the Speaker of the House and one appointed by the Minority Leader of the House of Delegates;
- (n) A representative of the Maryland State's Attorneys' Association; and
- (o) Up to [nine] TWELVE members with interest and expertise in issues related to domestic violence appointed by the Governor. These members may include representatives of service providers, the legal, advocacy, and faith communities, and victims and survivors of domestic or family violence.
- (p) The Governor shall appoint the Chair and any Vice Chairs of the Council from among its members.

(2) Members appointed by the Governor under B(1)(o) serve at the will of the Governor, and shall serve 3-year terms, staggered upon initial appointment. All other members shall serve so long as they hold the office or designation stipulated in B(1)(a) through (n).

(3) To the extent possible, the membership shall include representation from each of the major geographic regions of the State.

(4) Members of the Council may not receive any compensation for their services, but may receive reimbursement for reasonable expenses incurred in the performance of their duties in accordance with the Standard State Travel Regulations and as provided in the State budget.

(5) If a member appointed by the Governor fails to attend more than half of the regularly scheduled meetings in one year, the member may be presumed to have resigned and the Governor may appoint a new member to fill out the remainder of the term.

C. Procedures.

(1) The Council shall meet at least two times per year.

(2) A majority of the Council's membership shall constitute a quorum for the transaction of any business.

(3) The Council may adopt rules consistent with this Executive Order, including the creation of subcommittees to carry out the Council's responsibilities.

(4) The Council may hold public hearings as deemed necessary and appropriate by the Chair.

D. Duties and Responsibilities. The Council shall:

(1) Advise the Governor through the Executive Director of the Governor's Office of Crime Control and Prevention on matters related to family violence.

(2) Identify and analyze State policies and programs relating to family violence, including but not limited to:

- (a) Collecting data from State agencies relating to the prevention and reduction of domestic violence and related family violence;

- (b) Identifying resources available to reduce and prevent family violence through a statewide coordinated effort; and

- (c) Identifying opportunities for collaboration between governmental units.

(3) Examine, or cause to be examined, the relationship between family violence and other societal

problems, including but not limited to juvenile delinquency, alcohol and substance abuse, truancy, and future criminal activity.

(4) Identify best practices, research, and information pertaining to abuser intervention and related programs.

(5) Propose to the Governor, through the Executive Director of the Governor's Office of Crime Control and Prevention, legislative, regulatory, and policy changes to reduce and prevent the incidence of domestic violence and related family violence, to protect victims and to punish perpetrators.

(6) Perform such other duties and functions as may be appropriate and necessary for the Council to address and implement the provisions of this Executive Order.

E. Staffing.

(1) The Governor's Office of Crime Prevention, Youth, and Victim Services shall provide staff for the Council.

(2) The Council may request and shall receive in a timely manner from any department, division, board, bureau, commission, or agency of the State such information and assistance as necessary to enable it to properly carry out its powers pursuant to this Executive Order, unless otherwise prohibited by law.

(3) The Council shall be funded by operating budgets of the Executive Department, and any federal funds or special State funds available, unless otherwise prohibited by law or regulation.

F. Reporting. The Council shall issue an annual report to the Governor by December 1, which provides the status of family violence in Maryland and recommends improvements to the State's activities to prevent family violence.

Council Structure and Membership

Meeting Structure

- Robert's Rules of Order is the agreed-upon meeting format.
- The full Council strives to meet up to **4 times a year** for regular Council meetings.
- A quorum consists of a majority of the appointed membership. Without this minimum number of members, the meeting can do only a very limited number of things, and any substantive action in the absence of a quorum is invalid.
- Every Council member may send a designee in his/her place up to **two** times a year in case of the regular member's unavailability. However, the Council member **must** notify the Council **in advance** of the meeting and in writing of the designee's attendance. A letter of proxy should accompany the designee for purposes of voting at the meeting.
- The Council requires that **meeting minutes** be sent to members prior to the next Council meeting for review.
- The Council requires a **meeting agenda** one week prior to the meeting. It is the responsibility of the Victim Services Program Manager to take and distribute the minutes of all Council meetings and to provide the advance copies of the meeting agenda to all Council members.

Meeting Schedule - Calendar Year 2021 (Virtual)

- Wednesday, January 6, 2021; 10:00 a.m. - 12:00 p.m.
- Wednesday, April 14, 2021; 10:00 a.m. - 12:00 p.m.
- Wednesday, July 7, 2021; 10:00 a.m. - 12:00 p.m.
- Wednesday, October 13, 2021; 10:00 a.m. - 12:00 p.m.

Attendance Policy

Attendance requirements set forth in State Government Article § 8-501 of the Annotated Code of Maryland **requires members to attend at least 50% of the meetings** during any consecutive 12-month period. Council members may send a designee in his/her place up to **two times** a year in case of the regular member's unavailability. It is also required that each member **must** notify the Council **in advance** of the meeting and in writing of a designee's attendance.

Inclement Weather Policy

In the case of inclement weather during the winter months, the Governor's Family Violence Council meetings will follow the emergency closing procedures of the Anne Arundel County school system.

If schools are delayed for any amount of time the Council meeting will still be held at 10:00 am. For the most up-to-date Anne Arundel County Government and School Closing Delays information go to: <http://www.aacounty.org/county-operations>.

Council Workgroups

To address its charge, the Governor's Family Violence Council utilizes a framework in which members identify two or three key areas of family violence policy, selected by a majority vote, and championed by one member to be addressed by a workgroup of members over the duration of one year. At the conclusion of each year, the identified workgroup(s) presents its findings and recommendations to the Governor's Office of Crime Prevention, Youth, and Victim Services for consideration.

Each year, the Council reviews the role and purpose of each workgroup. Workgroups are then prioritized as Standing and Ad Hoc. Standing and Ad Hoc workgroups are the responsibility of each workgroup chair to coordinate in conjunction with members and the Victim Services Program Manager.

Standing Workgroups

- Abuse Intervention Program Certification
- Intimate Partner Violence and Pregnancy
- Fingerprinting in Domestic Violence Cases

Ad Hoc Workgroup

- Legislative Review
- Membership and Recruitment

Abuse Intervention Program Certification Workgroup

This workgroup focuses on the abuse intervention program (AIP) certification process and supporting AIPs. The workgroup reviews and updates the Operational Guidelines as needed, reviews certification applications, and assists with site visits.

Intimate Partner Violence and Pregnancy Workgroup

This workgroup will identify gaps in programming for pregnant victims of intimate partner violence, and how to increase awareness of the connection between pregnancy and intimate partner violence.

Fingerprinting in Domestic Violence Cases Workgroup

This workgroup will study live scan fingerprinting to ensure arrests are linked to disposition outcomes. In doing this, the workgroup will review the activities and progress of the current and prior workgroups that examined www.goccp.maryland.gov

this problem to identify gaps and to make recommendations to address this issue.

Legislative Review Workgroup

The Legislative Review Workgroup is charged with establishing legislative priorities, reviewing proposed legislation and making recommendations to the full Council for support or opposition. The full Council and/or individual members may vote to support, oppose or abstain from voting. A letter of support or opposition from the Council may be sent to the MD General Assembly and the Legislative Review Workgroup shall strive to keep the Council informed during the General Assembly Session.

Pursuant to the executive order establishing the Governor's Family Violence Council, the Council has the power and authority to advise the Governor on the needs of victims of family violence. The Council agrees to take no position on pending legislation as a separate entity. When relevant proposed victim legislation is brought before the Council, they will adhere to the formal policies and procedures of other state agencies in advising the Governor. The Executive Director will advise and assist the Council in following these policies and procedures.

Membership and Recruitment Subcommittee

The purpose of this committee is to interview candidates for the Council and assist with new member orientations.

Responsibilities of Standing Workgroup Chairs

The workgroups will be developed on an as needed basis in order to do the work of the Council in conjunction with the Victim Services Program Manager. Decisions about which workgroups will be standing and which will be temporary will be determined by the Council, and are subject to change as Council needs and projects are identified.

It is requested that every Council member serve on one workgroup of the full Council. Volunteer service should be based upon the member's interests and qualifications, as well as the needs of the Council.

Upon appointment, Workgroup Chairs and members will have the following responsibilities:

1. Identify the goals of the committee;
2. Assess the current status of the committee;
3. Identify priorities and deadlines;
4. Assign specific tasks to workgroup members with a reporting deadline;
5. Chair is responsible for convening meetings as necessary;
6. Chair is responsible for presenting a progress report to the full Council; and
7. Chair and members must notify the Council Chair and the Governor's Office of Crime Prevention, Youth, and Victim Services, and the Victim Service Program Manager when they are not able to serve.

Note: Active Non-Council members may serve on workgroups.

Responsibilities of Chairperson and Vice-Chairperson

The following outlines a draft of proposed responsibilities for the Chair and Vice-Chair member's position, as well as the Executive Director of the Office. Proposed responsibilities of the positions include:

Chairperson

- Presides over all scheduled monthly Council meetings.

- Reports the outcome of matters brought before the Chairs to the full Council at monthly Council meetings.
- Coordinates with Workgroup Chairs to oversee long range committee planning and implementation activities and strategies.
- Works cooperatively with the Executive Director of the Office on policy matters involving full Council activities, roles and responsibilities.
- Assigns appropriate members with tasks necessary to facilitate the full Council's decision-making and long-term strategic planning.

Vice-Chairperson

- Presides over all meetings of the Council in the absence of the Chairperson.
- Assumes all other responsibilities of the Chairperson in the Chairperson's absence, where appropriate.
- Serves the unexpired term of the Chairperson until a new Board Chair is named by the Governor.

Executive Director of the Governor's Office of Crime Prevention, Youth, and Victim Services

- Works with Council members to facilitate appropriate responses or plans of action to policy, political, financial issues, or other important matters which may come before the Council.
- Serves as point-of-contact in matters pertaining to Council member attendance.
- Serves as point-of-contact for the Chairperson in matters pertaining to agency personnel, matters concerning the Victim Services Program Manager, i.e., employee evaluations, disciplinary actions, hiring and firing decisions, etc.

Victim Services Program Manager

- Works collaboratively with Council and workgroup members to assist members in fulfilling their required roles and responsibilities.
- Notifies members of any issues which relate to intimate partner violence and may require the full Council's participation.

Operational Procedures

Legislation

See Legislative Review Committee.

Annual Report

The Council will submit an Annual Report to the Governor by December 1, as required by executive order. The Report will cover the preceding fiscal year from July 1 through June 30.

Abuse Intervention Programs

The Governor's Family Violence Council is the certifying body for abuse intervention programs (AIPs) in Maryland. AIPs must adhere to the [Operation Guidelines for Abuse Intervention Programs](#), which promote victim safety by establishing minimum operating standards for AIPs. In order to receive court-ordered referrals, AIPs must be certified of compliance with these Guidelines.

Other Operational Procedures

Other procedures to be inserted as needed and as appropriate in the future.

Staff Support

Victim Services Program Manager

This position is to serve the Governor's Family Violence Council as full-time staff. The Victim Services Program Manager is an employee of the Governor's Office of Crime Prevention, Youth, and Victim Services and is supervised by the Executive Director of that Office. The salary is provided in the State budget.

The following position description for this job states the Council's expectations and support, and incorporates responsibilities between State personnel policies and Council requirements. A system of evaluation was developed to measure progress, to give and receive feedback, and set goals.

As State Victim Services Program Manager, the incumbent will have overall responsibility in program development and program operations and administering the provisions of the Governor's Family Violence as detailed in "Specific Duties" below. The incumbent must adhere to all policies for State employees as established by the State Department of Personnel and the Governor's Office of Crime Prevention, Youth, and Victim Services.

SPECIFIC DUTIES

1. Provide staff support to the Council on victim service matters including:
 - a. Meeting minutes and notices - prepare and email within seven days following the monthly meeting.
 - b. Draft Agenda - prepare and email to Council members at least one week prior to the next monthly meeting.
 - d. Attend and prepare for all Council and designated meetings.
 - e. Assist the Council with the administration of the abuse intervention program certification, including site visits.
 - f. Attend Statewide functions as approved by the Executive Director.
2. Perform research and gather data on victims and intimate partner violence programs, and disseminate that data to the public, including:
 - a. Knowledge of court collections, grants funded, State's Attorney's and other victim service programs, and other related projects.
 - b. Respond to public informational inquiries within the State of Maryland employee guidelines.
 - c. Perform other research as directed by the Executive Director and the Council.

Meeting Minutes

After the Minutes from each meeting have been approved, they will be posted online at <http://goccp.maryland.gov/victims/family-violence-council/minutes/>.